Step 1: Research Funding Resources

The Office of Sponsored Programs is eager to help you find funding for your project. If you'd like to start researching sponsors, types of grants and general information yourself, here are some good resources.

Federal Resources

- [National Institutes of Health](#)
- [National Science Foundation](#)
- [National Endowment for the Humanities](#)
- [Department of Commerce](#)
- [Department of Defense](#)
- [Department of Education](#)
- [Department of Energy](#)
- [Department of Health and Human Services](#)
- [Environmental Protection Agency](#)
- [National Aeronautics and Space Administration](#)
- [Office of Naval Research](#)

- [State Department](#)

About Sponsored Funding

- [Grants.gov](#)
- [Federal Demonstration Partnership](#)
- [NIH Applications and Forms](#)
- [NSF Grant Proposal Guidelines](#)
- [Catalog of Federal Domestic Assistance](#)
  The catalog, compiled and maintained by the General Services Administration (GSA), profiles all federal grant programs and lists specific contacts for obtaining additional information and application forms. It also includes a helpful section on writing grant applications.
- [Federal Business Opportunities](#)
  A funding search and grant recommendation service
- [Duke University Office of Research Support](#)
  A publically accessible database of funders, including governmental, foundations and corporations

Step 2: Write Your Proposal

Face Page/Cover Page

The cover page captures general data elements about a proposal, such as

- Your name (the Principle Investigator or PI), address, phone number
- Title of proposal
- Sponsor name and address
- Period of performance with start and end dates
- Amount requested
- Institutional information (e.g. Bentley University's EIN, address, etc.)
- Signature of Institution's Authorizing Official

Abstract

An abstract outlines the proposed research, including objectives, methodology and significance.

Statement of Work or Research Plan

One of the most critical elements of a proposal is the statement of work. At a minimum, it should provide a full and detailed explanation of the proposed activity, typically including project goals, specific aims, methodology and PI responsibilities.

Budget and Budget Justification

The budget includes a reasonable estimate of the financial support required to conduct the project, including justification of budget expenses.

Typical budget categories include:

Direct Costs

Salaries
For university professional and research staff, graduate and undergraduate students and casual or part-time workers, salary figures should be based on the percentage of effort by each individual on the project applied to his/her annual salary.

Fringe Benefits
The fringe rate is expressed as a percentage of the salary. The rate may vary depending on personnel classification.

Equipment
An item is considered capital equipment when it has a unit cost of $10,000 or more, and has a useful life of at least two years.

Materials and Supplies
Itemize supplies in separate categories if more than $1,000. For more information, read Bentley's purchasing policy.

Travel
Domestic and foreign travel should be shown separately. List the names of the individuals traveling, the destination, purpose of trip and estimated dates (if known). Include transportation

costs, registration fees, accommodation fees and other related expenses. For more information, read Bentley's travel policy.

Publication Costs
Estimate the number of pages, page charges and names of journals if possible.

Consultants
List each consultant, their specialty or service to the project and their daily, weekly or monthly rate of reimbursement, and show the consultant's total projected cost on the project. Include in the proposal a letter of collaboration and the consultant's CV or biographical sketch.

Sub-recipients
Any sub-recipient should be identified at the proposal stage. Include in the main proposal the sub-recipient's authorized proposal, letter of intent, statement of work and budget with justification. Read the FAQs to determine if you are using a sub-recipient.

Other
Other costs typically include items such as long distance telephone charges, research publications, fees or other project related costs.

Indirect Costs

Facilities and Administrative Costs
F&A rates are negotiated with Bentley's cognizant federal agency, the Department of Health and Human Services. Use current negotiated rates in proposals for the type of project being proposed (organized research, other sponsored activity, sponsored training).

Cost Sharing
Cost sharing is any cost to the project not borne by the sponsor.

Additional Information

May include

- Current and pending support. The sponsor may require a listing of the PI and key personnel on current awards and pending proposals.
- Letters of support from non-university investigators may also be required.

CV or Biographical Sketch
Required for all key project personnel. Follow the sponsor's guidelines.

Other Support
A compilation of the current funding and time commitments for the PI and any other key project personnel.

References
A list of all references needs to be cited in the proposal.

Checklist (NIH only)
The checklist shows the breakdown of the indirect cost rate calculations.

Step 3: Accept Your Award

A notice of grant award—also referred to as a notice, NOGA, NGA, sponsor notice or award letter—is a notification from a sponsor indicating that a proposal has been funded.

If you receive the notice personally, send it to the Office of Sponsored Programs (OSP); for an authorized university official's signature for sign-off.

Before accepting any award on behalf of the university, our office must review the terms and conditions, regardless of the sponsor. We are responsible for negotiating appropriate remedies if an award:

- Contains provisions that are incompatible with the university's policies on sponsored research
- Is inconsistent with government-wide regulations for universities
- Fails to include all elements agreed upon prior to the award
- Requires modification to conform to your needs
- Includes non-standard patent and/or licensing terms

When the notice of a grant award and related terms and conditions are accepted by the university, an account activating the award is set up by the Controller's Office.

Step 4: Use Your Award

Congratulations! You've received a grant. What's next?

The university's administrator in Financial Operations oversees compliance with the agency's regulations and procedures. In general, this administrator files any financial reports that may be required while you, the faculty member, are responsible for meeting program reporting requirements.

At the time of award, you should contact Donna McKnight-Iwany, assistant director of Accounting in the Office of Financial Operations, at 781.891.2909 or dmcknight@bentley.edu. She will discuss Bentley's oversight of activities, such as time and effort reporting, approval of expenditures and timely submission of reports.

Bentley University adheres to the administrative principles set forth in OMB Circular A-81 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.* This new Federal Guidance went into effect December 26, 2014, eliminating the Office of Management and Budget's (OMB) Circulars A-21, A-110, and A-133.

Questions? Contact Susan Richman, director of Sponsored Programs, at 781.891.2660 or srichman@bentley.edu.